



## **TRAIN-THE-TRAINER: A GUIDE TO ON-THE-JOB TRAINING**

**BMS7416**

<b>PURPOSE:</b>	A one-day workshop that focuses on the techniques of effective on- the-job-training for employees and the organization.
<b>LEARNING OUTCOMES:</b>	<p>Upon completion of this course, participants will be able:</p> <ul style="list-style-type: none"><li>• Identify the reasons for On-The-Job Training</li><li>• Discuss the benefits of training to employees and to an organization</li><li>• Describe the repercussions when training is done for the wrong reasons</li><li>• Simulate and prepare an on-the-job training plan</li></ul>
<b>CONTENT:</b>	<p>This course explores:</p> <ul style="list-style-type: none"><li>• The importance of on-the-job training to an organization</li><li>• Adult learning and ways to improve learning in a variety of ways</li><li>• Task analysis to break down job duties into tasks</li><li>• Preparing training modules for effective training</li><li>• Writing learning objectives that are specific, measurable and observable</li><li>• Applying the Four-Step Training Method</li><li>• How to handle difficult situations</li></ul>
<b>METHODS:</b>	Self-assessment, presentations, group discussion, and practice.
<b>LENGTH:</b>	7 hours / 1 session
<b>AUDIENCE:</b>	Supervisors, managers, team leaders, and Training Liaisons we provide technical training for employees.
<b>PREREQUISITES:</b>	None
<b>CEU CREDITS:</b>	0.7 CEU Credit